

PROJECT MANAGEMENT TOOLKIT

The Project Management Toolkit teaches managers how to be more effective in meeting project goals. The sessions will cover core project management topics including project planning and execution, communication styles, project monitoring and closing. Industry specific examples, tools, and topics will be woven into the curriculum as students work on real-world projects aligned with organizational strategic initiatives.

TOOLKIT BENEFITS

- Fully supported training program that can be custom-designed to meet your company's needs
- Define and evaluate potential projects in terms of the larger strategic business goals
- Provide feasibility and cost estimates of projects
- Learn proper use of project controls and monitoring systems
- Gain actionable strategies for providing constructive feedback and managing conflict resolution
- Satisfies the Project Management Institute's PMP Certification educational requirement

KEY PROGRAM TOPICS

- Overview of Project Management
- Planning Projects
- Project Execution
- Project Team Development
- Elective Session
- Communication Styles
- Giving Constructive Feedback
- Managing Interpersonal Conflict
- Project Monitoring, Control & Closing

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Corporate Education and Custom Training
(858) 534-9355 | corped@ucsd.edu

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PUT THE POWER OF UC SAN DIEGO EXTENDED STUDIES TO WORK FOR YOU

Every successful organization needs skilled workers and an evolving pipeline of talent to draw from to keep pace with a quickly changing workplace. When a company makes education a top priority, everyone wins. Employees are more skilled and confident. Teams perform better. Organizations increase the capacity and value of their workforce when employees become more intuitively and analytically competent.

UC San Diego Extended Studies custom training empowers workforces and helps businesses identify organizational skills gaps creating a tactical training plan to fill them.

Some of San Diego's most successful companies use customized training from UC San Diego Extended Studies to inject their organization with concise, up-to-date competencies that help them reach their goals faster and smarter than their competitors.

ADDITIONAL INFORMATION

- Ten 4-hour sessions equal to 4 CEU's that may be used for maintaining credentials or licenses
- Course credit may be applied toward our Professional Certificate in Project Management
- Pricing varies with # of participants and electives chosen, includes materials (minimum of 15 recommended)
- Provides Professional Development Units (PDUs) for existing PMPs
- Program delivery options include onsite, on campus or our University City Center, and partially or entirely online

ABOUT UC SAN DIEGO DIVISION OF EXTENDED STUDIES

- Extended Studies is the Continuing Education and Outreach arm of UC San Diego serving local and international communities
- UC San Diego is ranked among the world's top universities
- Over 25 years of success with Toolkits in Engineering, Leadership, and Project Management
- All courses, programs, and instructors meet rigorous UC San Diego academic requirements
- Staff and instructors can assist in performing a Training Needs Analysis to ensure all instruction is applicable and deliverables are met

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CORPORATE TRAINING BENEFITS



Private: Offered exclusively to organizations for their employees



Custom: Curriculum tailored to the challenges of each organization



Turnkey: Extended Studies will handle administrative details from beginning to end



Flexible: Schedule, Location, and Delivery are customized for each cohort's needs



Cohesive: Employees learn new skills and develop a common language together



Proven: 1000's of professionals apply our training in their organizations yearly



CORE SESSIONS

Overview of Project Management

- Defining and evaluating potential projects
- Correlating strategic goals and projects
- Risk analysis

Planning Projects I

- Goals, scope and organization
- Feasibility assessments: operational, technical, and economic
- Phases and subprojects
- Integrating multiple projects

Planning Projects II

- Task identification and resource allocation
- Cost estimation
- User/client issues

Project Execution

- Project control and monitoring systems
- Change management
- Liaison with internal and external entities

Project Team Development

- Exploring group dynamics and group Development
- Experiencing teambuilding

Communication Styles

- Understanding how communications style is related to your effectiveness as a manager
- Understanding your natural communication style
- Exploring other effective styles and when to use each

Project Monitoring, Control & Closing

- Testing, documentation, and training elements
- Introduction of types of implementation
- Post-implementation review
- Project evaluation and termination

Giving Constructive Feedback and Managing Interpersonal Conflict

- Understanding the impact on performance
- Practice delivering constructive feedback
- Resolving conflict for a win-win outcome

ELECTIVE SESSION

Select one from the following:

- Delegation techniques and managing priorities
- Managing construction projects
- Methodologies for software development projects
- Presentation skills for project managers
- Project management software tools
- Risk analysis, problem solving , decision-making
- Visual process flow

FINAL SESSION

Project Management Summary

- Lessons learned
- Overcoming barriers
- Feedback on toolkit projects